

15 FAM 1000 CAPITAL CONSTRUCTION AND MAJOR REHABILITATION PROJECTS

15 FAM 1010 SCOPE AND POLICY

*(CT:OBO-1; 04-29-2005)
(Office of Origin: OBO)*

15 FAM 1011 SCOPE AND APPLICABILITY

*(CT:OBO-1; 04-29-2005)
(Uniform State/USAID/Commerce/Agriculture/DIA)*

Capital construction and major improvement projects are generally executed by the Bureau of Overseas Buildings Operations (OBO). The regulations in this subchapter pertain to those aspects of capital construction and major improvement projects that require post support or action. The responsibilities and restrictions related to construction activities of USAID are covered in 15 FAM 1020. USAID does not follow 15 FAM 1010 unless construction is on OBO-held land. Questions and comments on these policies and regulations may be directed to OBO's Project Planning Division in the Planning and Development Office (OBO/PD/PPD) or to OBO's Construction and Commissioning Division in the Project Execution Office (OBO/PE/CC) for State or to the Overseas Management Support Office in the Bureau for Management, USAID/Washington (USAID/W - M/OMS) for USAID.

15 FAM 1012 POLICY

15 FAM 1012.1 Identification and Selection of Projects

*(CT:OBO-1; 04-29-2005)
(Uniform State/USAID/Commerce/Agriculture/DIA)*

- a. The Bureau of Overseas Buildings Operations (OBO) establishes priorities and final rankings of proposed major construction and capital

improvement projects after consultation with the regional bureaus, the Bureau of Diplomatic Security (DS), posts, and interested agencies, using such criteria as security, fire and life safety, building condition, and “must-move” situations.

- b. Posts shall not incur obligations or make commitments to landowners, architects, engineers, contractors, or other parties in connection with proposals and recommendations for major construction projects without specific prior written authorization from OBO.

15 FAM 1012.2 Controlling Change in the Design and Construction of Diplomatic Facilities

(CT:OBO-1; 04-29-2005)

(Uniform State/USAID/Commerce/Agriculture/DIA)

- a. The Bureau of Overseas Buildings Operations (OBO) manages the planning for new facility construction and major renovations. The post and other interested parties will be notified of any project proposed for that post. They will be requested to assist and participate during each phase of project development (i.e., site selection, space programming, design, and construction).
- b. Once the design of a new building or major renovation has reached the 35 percent or equivalent stage, its siting, appearance, size, configuration, and functions have been fixed; its space has been allocated; and electrical, communications, heating, air conditioning, and security systems have been determined. Design changes made after this stage are costly. For this reason, after 35 percent or equivalent design approval (following review of the design documents by OBO, the chief of mission (COM), and affected bureaus and agencies), changes in project design will not be considered unless there is a major change in circumstances. Any changes after 35 percent design approval that affect cost, schedule, or scope, must be reviewed and approved in accordance with OBO’s Configuration Management System.

15 FAM 1012.3 Construction Security

(CT:OBO-1; 04-29-2005)

(Uniform State/USAID/Commerce/Agriculture/DIA)

- a. Under the Foreign Relations Authorization Acts for FY 1989 and 1991, and 12 FAM 360, the Department must certify project security to Congress, or confirm it internally, before undertaking any new construction or renovation projects in a facility abroad that is intended for the storage of classified material or the conduct of classified activities when such projects affect controlled access area (CAA) space or public access

controls (PACs). For all new office buildings (NOBs) and other projects costing \$1 million or more, the Secretary must certify to Congress the security of the project before and after construction and the plans to evaluate and maintain security. For projects costing less than \$1 million but more than \$100,000, the Assistant Secretary for Diplomatic Security (DS) or designee is required to confirm the project security (see 12 FAM 362).

- b. The proponent of a project (post, Department organization, or tenant agency) must provide the Security Management Division in the Project Execution Office of the Bureau of Overseas Buildings Operations (OBO/PE/SM) with complete project information. After assembling this information, OBO/PE/SM will provide the Bureau of Diplomatic Security (DS) with a Construction Security Plan (CSP), and DS will initiate the certification or confirmation process. No new construction or renovations requiring either certification or confirmation shall take place until appropriate project approval is obtained from DS (see 12 FAM 361).

15 FAM 1012.4 Onsite Supervision

(CT:OBO-1; 04-29-2005)

(Uniform State/USAID/Commerce/Agriculture/DIA)

- a. The Bureau of Overseas Buildings Operations (OBO) assigns a full-time, onsite project director (PD) and technical support staff for capital construction and major improvement projects. The Office of the Procurement Executive in the Bureau of Administration (A/OPE) appoints the PDs and sends both a hard copy warrant and a cable to post explaining this official's authority. The PD is responsible for the construction management and engineering oversight of the project and is the contracting officer's representative (COR). All communications related to the project between the post and OBO are to be directed to, or coordinated with, the PD.
- b. The project director may be given authority, within specific limits determined by the Department and identified in writing, to execute change orders for amendments and modifications to State Department construction contracts. The contract modification limitations for each project are determined on a case-by-case basis but may not be used to change the scope or design intent of the contract.

15 FAM 1013 POST ADMINISTRATIVE RESPONSIBILITIES

(CT:OBO-1; 04-29-2005)

(Uniform State/USAID/Commerce/Agriculture/DIA)

- a. The costs of U.S. citizen employees assigned abroad, including regular salary, differential, benefits, and post assignment transfer costs, are funded domestically by the Bureau of Overseas Buildings Operations (OBO). Allotments to post are issued to cover premium compensation (see 3 FAM 3120), educational allowances, and local costs such as housing and related costs, travel, supplies and materials, consultant fees, and the salaries and benefits of locally hired employees. The post contracting officer hires local employees under contract and procures goods or other services.
- b. OBO may provide funds to the project director (PD) for procurement of vehicles locally or transfer of vehicles from another project. The vehicles are for the exclusive use of the PD for official travel during his or her assignment to the project and belong to OBO and may not be included in the post motor pool. However, authorized use, but not business use, is subject to chief of mission (COM) guidance under 6 FAM 228.
- c. The post may be asked to support some or all budget and fiscal activities for the contract, including PD-approved contractor progress payments when approved by the PD, and to provide administrative support to the PD and his or her staff consistent with that given to other State Department employees. The PD and the PD's U.S.-hired staff are usually assigned to short-term leased (STL) quarters commensurate with their grades and family size and are provided furniture, furnishings, appliances and equipment (FFA&E), both funded out of the OBO project supervision funds. The post may elect to furnish these residences with post-held FFA&E, and OBO will reimburse the post. Consistent with 15 FAM and the post's housing policy, the PD should be consulted in the selection of housing for the PD and the PD's staff (see 15 FAM 230, 15 FAM 225, and 15 FAM 250).
- d. No post official has the authority to approve or order changes in the terms or conditions of OBO contracts. Authority to sign official contract documents will be transmitted to post telegraphically by OBO.

15 FAM 1014 THROUGH 1019 UNASSIGNED